



## IC Memorandum 13-27

**To:** KEHP Insurance Coordinators (ICs)  
**From:** Department of Employee Insurance (DEI)  
**Re:** Open Enrollment Items  
**Date:** September 30, 2013

Open Enrollment is rapidly approaching and we have some follow-up items for our ICs.

1. If you missed the Open Enrollment training, the presentation is now available online to view: [2014 Open Enrollment Training](#).
2. HRBEN0073 report – please run to see who has not enrolled – remember these key points: must be run before 9:00 a.m., you must use a variant, organization structure filter and a 1/1/2014 date. Step-by-step instructions are attached.
3. Remember to send the following paper applications to DEI:
  - a. Applications signed past the OE deadline
  - b. Cross Reference health and FSA applications
  - c. 2013 and 2014 forms for New Hires, Transfers or Rehires
  - d. 2013 and 2014 forms for Qualifying events which impact both plan years

